

HUALAPAI CHILD CARE PROGRAM



TRIBAL LICENSED AND REGULATED CHILD CARE STANDARDS

Provider Certification

To become a HCCP (Hualapai Child Care Program) licensed provider including back-up provider status, an applicant shall comply with all requirements outlined within this section.

- A. The applicant should be eighteen (18) years of age not to exceed sixty-five (65). Special permission may be granted to certify a child care provider over sixty-five (65). Request for such a waiver must be made in writing to the HCCP office.
- B. The applicant should submit a complete, signed application to the HCCP office.
- C. The applicant should be present at all times in the home during the hours the home is open for child care.
- D. The applicant should designate one or more backup providers from the current provider list.
- E. The applicant should participate in all orientation and training, and shall cooperate in any pre-certification interviews and inspections the HCCP may reasonably require.
- F. The applicant should give the HCCP the names of two character references of persons who have known the applicant at least two (2) years; are unrelated by blood or marriage to the applicant; and can furnish relevant information regarding the applicants character and ability to care for a child.
- G. The applicant and any designated backup provider should furnish an original copy of a physical and mental health examination signed by a physician on a form provided by the HCCP. The HCCP will accept a copy of a physical exam completed within the current fiscal year.
- H. The applicant should furnish proof that all individuals residing within the home to be used for child care are: immunized for measles, rubella, diphtheria, a, pertussis, polio, or any other diseases for which routine immunizations are readily and safely available and evidence shall be presented of a negative x-ray or skin test for tuberculosis for all members in the household. A physicians signed written statement that such test were made with negative results is satisfactory; and free from any communicable diseases.
- I. No later than two (2) months after the date of provider license issuance, the provider should furnish the HCCP with proof of acceptable first aid and certification in pediatric cardiopulmonary resuscitation (CPR).
- J. The applicants household members over eighteen (18) and all backup providers must sign an affidavit stating that the applicant has not been convicted of or waiting conviction of any violent crimes related to children.
- K. The applicant, household members over eighteen (18), and all backup provider should sign a HCCP local background investigation form in order for the HCCP to obtain information on any convictions related to children.
- L. The applicant and all persons living in the home who are eighteen (18) years of age older must be fingerprinted and should pay the appropriate search fees for a background check when funds are not available through HCCP.
- M. The child care applicant should be a mature, relaxed person who likes and understands children. The provider should be able to work creatively and constructively with the child and their parents. The adult must be physically and emotionally able to devote the major

part of their time to the children while satisfactorily continuing other roles as a household member. The adult should be flexible enough to deal capably with emergencies.

- N. Although other family members may be out of the home most of the day, their attitude toward day care service is important. They should like and understand children and be in agreement about the child care service being provided. This specifically applies to the providers own children- who are in the home and who share their parents with the other children.
- O. The applicant should complete the certification process within sixty (60) days of submitting an application, or a new application must be resubmitted.
- P. The HCCP recognizes and subscribes to a policy of a Drug Free Workplace and has adopted the Hualapai Tribes Policies and Procedures to promote and maintain a safe and healthy work environment for all. The applicant must sign and acknowledge the Hualapai Tribes Drug and Alcohol testing policy and procedure. The applicant must submit to pre-screening prior to certification

Tribal Licensing

- A. Upon determination by the HCCP that the application is complete and the home is in full compliance according to the standards, the HCCP will issue a license to the provider to operate a child care home. Any discrepancies in the application, which deviates from the HCCP Standard's will be referred to the HCCC for approval.
- B. Prior to issuing a tribal license, the HCCP will:
 - Conduct at least one face to face interview with the applicant
 - Contact any other person the HCCP reasonably deems appropriate or necessary to determine the applicants fitness to be a provider
 - Insure that the applicant and designated individual backup provider have complied with all requirements set forth within these HCCP standards
 - Inspect the dwelling where child care will be provided and insure that it meets all requirements of a child care dwelling
 - Conduct an orientation session
 - Pre-screening fro a drug-free workplace pursuant to 45 CFR 76.600
- C. The HCCP may deny any application for certification when:
 - Any child care personal or household member receives a negative report from the Hualapai Tribal Court on the local background check
 - The applicant intentionally gives the HCCP false, misleading or incomplete information during the application process
 - The applicant has previously experienced revocation of a certification to operate a child care facility and has not received recommendation from the HCCP to reapply
 - The applicant fails to complete the application process within sixty (60) days or
 - When the applicant cannot provide child care which meets requirements of these standards
- D. Any applicant, which shows any discrepancy or deviates from the licensing requirement's will be reviewed by HCCP for approval or denial.
- E. A license is valid for one year from the date of issuance. The HCCP may revoke a license prior to expiration as provided in these standards. A probationary license for less than one year may be issued under certain circumstances as deemed by the HCCP or the Hualapai Child Care Committee.

- F. A license is not transferable and is valid only for the provider and location identified on the license
- G. The provider should post the license in the child care home in a location where it can be seen by parents or other who enter the home
- H. A license for family childcare is the property of the Hualapai Nation. Upon revocation or voluntary closure, a provider should surrender that provider's license to the HCCP, and any other supplies purchased by the HCCP.

Maintaining a Hualapai Child Care Program License

- A. A provider and designated individual backup provider should maintain the physical, mental, emotional health necessary to fulfill all requirements of child care providers.
- B. Each licensing period, a provider will attend at least forty-eight (48) clock hours of training acceptable to the HCCP. Acceptable subjects include:
 - Orientation to the HCCP-Policies & procedures
 - Child health and safety, including identifying, controlling, and preventing illness and disease
 - Child Development
 - Child Abuse prevention and reporting
 - Prevention and Control of Infectious Diseases (including standard precautions)
 - First Aid/First Response, and choking prevention
 - Child Nutrition
 - Nurturing
 - Any other relevant training to the quality care of children
- C. A provider should maintain written records of all training and furnish the HCCP with proof of attendance.
- D. A provider should not provide care while knowingly infected with or present symptoms of an infectious disease
- E. A provider should maintain a safe and clean home, including furnishing, equipment, supplies, materials, utensils, toys, and playground, which meets the requirements set forth in these standards
- F. At all times, a provider must allow HCCP staff access to all parts of the child care home. The HCCP should make at least six (6) not exceed twelve (12) visits each year to each child care home. One visit should be scheduled licensing or
- G. A provider should allow parents and guardians, or their designated representatives access to the child care home when their child is present.
- H. A provider will directly supervise all visitor to the child care home.
- I. A provider will not expose a child in care to tobacco products or smoke. The child care environment must be entirely smoke free.
- J. A provider will not care for a child while under the influence of alcoholic beverages, prescription or over-the-counter medications, or any other substances, that may impair the provider's ability to care for a child.
- K. A provider will maintain current training in first aid and pediatric CPR courses. A certification must be renewed on an annual basis regardless of the certification expiration date.

Provider re-certification

- A. A provider should demonstrate the continued physical, mental, and emotional health necessary to perform the duties and responsibilities required by the HCCP standards.
- B. Prior to re-certification, a provider and designated backup provider should furnish a complete physical examination signed by a physician on a form provided by the HCCP office.
- C. The HCCP will re-new a license only after a provider demonstrates the intent and ability to provide child care that is safe, developmentally appropriate, and in compliance with the requirements of the HCCP standards.

The HCCP will consider-

- D. A history of repeated violations of HCCP standards as evidence that a provider lacks such intent or ability.
- E. The provider should provide the HCCP with an update application to conduct a recent background check through the Hualapai Tribal Court, including all household members over eighteen (18) years of age.

Adult-Child Ratio

- A. No more than two (2) children under three (3) years of age, may be present in the provider home.
- B. A total of six (6) children may be cared for in the child care home, including the providers own children under three (3) years of age. This includes all children who have been placed in the home as foster children, 72 hour hold, or Protective Custody. Children up to the age of twelve (12) years old and eleven (11) months. Up to his/her thirteenth (13) birthday.
- C. Special permission may be granted to place a sibling group of three or more children in a child care home. Not to exceed seven (7) children. Special permission must have prior authorization.
- D. Special needs children qualify for child care up to the age of eighteen (18) years old.
- E. A provider will be considered over-ratio if they have more than six (6) children at one time. If the home is licensed for seven (7) children, then there can be no more than seven (7) children at one time.
- F. A written warning will be issued for a first violation with corrective action to be taken.
- G. An over-ratio plan will be developed with the provider to maintain compliance.
- H. The child care provider will be monitored bi-weekly to prevent over-ratio.
- I. If the provider continues to consistently be over-ratio through sign-in sheets and tracking forms, the provider will be dropped for cause.
- J. If the provider is willing to provide services as a foster parent, the provider must insure that no more than the licensed number of children are in the home at one time.

Child Care Activities and Equipment

- A. A child care provider should offer a program which is developmentally appropriate and meets the needs of each child in care. Daily activities should include a balance of the following:
- Indoor and Outdoor Activities
 - Quiet activities
 - Structured, free choice, and adult directed activities
 - Individual, small group, large group activities
 - Small and Large Muscle development activities
 - Cultural Activities
 - Meals and/or snacks
- B. A provider who cares for a child who is less than two (2) years of age should have a variety of play equipment and supplies which include, but not limited to:
- Touch boards
 - Puppets
 - Wooden or plastic blocks
 - Musical toys
 - Rattles
 - Push-pull toys for beginning walkers
 - Picture and textbooks
 - Puzzles, pegboards
 - Beads of string or snaps
- C. A provider who cares for a child who is two (2) years or older should have a variety of play equipment and supplies available which may include, but are not limited to:
- Art supplies
 - Blocks and accessories
 - Books and posters
 - Dramatic play areas with toys and dress up clothes
 - Large muscle equipment
 - Manipulative toys
 - Science materials
 - Musical instruments
- D. Arrangements for naps or rest periods should be provided. Individual cots or beds required. Beds normally used by members of the provider's family may be used if clean bedding is provided to ensure good hygiene. When children stay overnight, there must be a bed for each child. Siblings of the same sex may share a bed with written permission of the parent or guardian.
- E. The child care home must have a safe crib or bassinet for each child less than fifteen (15) months of age.

Child Safety and Supervision

- A. When a provider is unable to care for a child, the provider should use a designated backup provider.
- B. A provider should inform parents and/or guardians of the backup plan.
- C. A provider should not engage in any activities which interfere with the ability to supervise and care for children, including, but not limited to, other employment, volunteer work, or recreational activities. An in-home provider should perform housekeeping duties in the home of the parent or guardian, that pertain to the hygiene and safety of the child who is awake.
- D. A provider should directly supervise each child who is awake.
- E. A provider should have unobstructed access to a child who is asleep. Use of a monitor is permissible.
- F. A provider should have written permission from a parent or guardian before allowing a child to engage in water play indoors and outdoors.
- G. A provider should have written permission from a parent or guardian in order to bathe or shower that child.
- H. A provider should not permit a child under six (6) years of age to bathe or shower unsupervised
- I. A provider should report suspected child abuse or neglect to the Child Protection Services or the local police department.
- J. A provider should use reasonable precautions including, but not limited to, locked doors and safe portable folding gates which cannot pinch, smash, injure, entrap, or hurt a child in order to separate a child in care from hazardous areas.
- K. A provider should release a child only to the child's parent or guardian or to an adult, over the age of eighteen (18), who has been designated in writing by the parent or guardian.
- L. A written escape plan and instructions for use by the provider and children in care must be placed in a conspicuous area and explained to older children in the case of an emergency.
- M. Child care providers are required to supervise children while they are outdoors.
- N. A provider should frequently check the diaper of each child in care and shall immediately change soiled diapers and clothing if necessary.
- O. Any child under the care of a licensed provider should not be released to a parent or guardian under the influence of alcohol or drugs and should contact law enforcement.

Child Health

- A. At the time a provider enrolls a child for care. The provider should have the parent or guardian complete an emergency medical care form for each child.
- B. In the even a child becomes ill while in care, a provider should do the following:
 - 1. Make the child comfortable and keep the child in full view.
 - 2. Isolate the child from other children, not to expose them to the illness.
 - 3. Notify the parent or guardian or other designated person that the child is ill and must be removed from the child care home immediately.
 - 4. Notify the parent's and guardian's of the other children of a contracted infectious disease.

- C. Before a child who was diagnosed with an infectious disease may return to care, the parent or guardian must guarantee that the child's illness has been cured completely.
- D. A provider should not take a child into care when the child is in obvious need of immediate, medical attention and should direct the parent or guardian to seek medical attention for his/her child.
- E. A provider may administer medication to a child in care with written instructions from the child's parent or guardian.
- F. A provider should maintain a written log of all medication, the name of the medication, the date and time of administration, and the dosage administered.
- G. A provider should keep all medication out of reach of children and refrigerate in necessary.
- H. Supplies for first aid should be available, to be used only by an adult, in case of an emergency.
- I. A provider is only responsible for obtaining emergency medical treatment for a child in care.

Discipline and Guidance

- A. Only the provider may discipline a child. No other household member may discipline a child in care.
- B. A provider should maintain consistent, reasonable, clear rules which define acceptable behavior for a child in care and should communicate those rules to each child in a manner that is appropriate to the child's age and development
- C. All disciplinary methods should be age appropriate.
- D. A provider should use discipline only to teach acceptable behavior and to promote self-discipline, not for punishment or retribution.
- E. A provider may restrain a child whose behavior is uncontrolled. When such action is necessary, take the following precautions:
 - a. Only to prevent harm to himself/herself or harm to other children in care.
 - b. Restrain does not impair the child's breathing.
 - c. Restrain does not harm the child.
- F. A provider should use the minimum amount of restraint necessary to bring the child's behavior under control.
- G. A provider may place a child in time out. The amount of time a child is placed in time out must be age appropriate. During the time out period, the provider should keep the child in full view.
- H. A provider should not use the following disciplinary measures:
 - a. Corporal punishment
 - b. Place a child in isolation or in a closet, laundry room, garage, or shed.
 - c. Lock a child out of the child care home.
 - d. Place a child in an area where the provider cannot directly supervise that child.
 - e. Harmful methods to the health or emotional needs of a child.
 - f. Medications.
 - g. Restraints of any kind.
 - h. Techniques intended to humiliate or frighten a child.
 - i. Discipline associated with eating, sleeping or toileting.

- I. In extreme cases that cause the provider stress or to neglect other children in care, have the parent pick up his/her child who is uncontrollable.

Transporting Children

- A. A provider should obtain prior written permission from a child's parent or guardian before transporting a child in either a privately owned vehicle or in public transportation.
- B. Only a person with a valid Arizona Driver's License and automobile insurance which meets the financial responsibility requirement of Tribal and Arizona State Law regarding children in a mechanically safe vehicle. The operator or provider should have no convictions for driving while intoxicated within the past three (3) years.
- C. A provider should transport a child only in a mechanically safe vehicle.
- D. A provider should not transport a child in a vehicle that is not constructed for the purpose of transporting people, such as a truck beds, campers, or any trailer attachment to a motor vehicle.
- E. A provider should transport a child in a separate car seat, seat belt or a child restraint device. A child must never be another person's lap or held while the vehicle is moving. The child must not be allowed to lie down on the vehicle seat or sleep unrestrained.
- F. A provider should never leave a child unattended in a vehicle.
- G. A provider should maintain first aid supplies in a privately owned vehicle that is used to transport children in care at all times.
- H. A provider should carry all children's emergency information cards when transporting children away from the child care home.
- I. A provider should transport children in a vehicle only when absolutely necessary. Daily trips and joyriding impose danger to the children.

Child Meals and Nutrition

- A. A provider should serve a child in care wholesome and nutritious foods and beverages suitable to the age and needs of the children. Meals and snacks shall be planned to include proteins (meats, fish, eggs, beans), calcium (milk, cheese, leafy green vegetables), grains (breads and cereals), and fruit (fresh, canned, or juices).
- B. A provider should supplement meals and snacks supplied by a parent or guardian when supplied food does not provide a child with wholesome and nutritious diet.
- C. A provider should serve meals and snacks which satisfy the child's appetite and dietary needs.
- D. A provider should consult with the parent or guardian to identify any special dietary needs or food allergies.
- E. All perishable foods, including infant formulas and sack lunches should be individually labeled, dated, covered, and stored at temperatures of 40 degrees Fahrenheit or less.

The Child Care Home

General

- A. The home, including mobile homes, should be in good and safe repair and should comply with Housing and Urban Development (HUD) applicable building sanitation and fire regulations. The child care home must pass and have on file a copy of the violation free fire inspection conducted by a trained monitor.
- B. The interior should be generally clean, neat and free of accumulations of debris, junk, trash, or garbage. An untidy house does not necessarily mean an unclean house. Spills, food debris, and visible dirt must be cleaned or removed on a continual basis and not allowed to accumulate.
- C. All areas occupied by the children in care should be adequately cooled, heated, lighted, ventilated and screened. Temperatures of the home should be maintained between 68 degrees and 85 degrees Fahrenheit. All inhabitable rooms must have sufficient ventilation to provide adequate fresh air exchange. The interior of the house must be illuminated enough that normal activities may be done safely and that cleaning may be done properly.
- D. Heating/cooling systems must be in working order for the appropriate time of year and capable of keeping the home reasonable warm or cool depending on the outside temperature. Evaporative cooler drainage must not be allowed to form pools so that children cannot play or drink the water accumulated.
- E. All heating devices should be vented and safeguarded to protect each child from burns and harmful fumes. Wood burning stoves and fireplaces must have a barrier to prevent burns.
- F. All potential dangerous objects such as household and automotive tools, sharp objects including glass, knives and pieces of metal, fireplace tools, electrical wires, chemical cleaners, toxic substances, should be safe-guarded from children in care.
- G. The child care home should have adequate space and equipment to permit children in care to be seated together when they eat.
- H. There should be an adequate amount of potable water, with enough pressure to bathe, wash dishes, and flush the toilet.
- I. While occasional insects and rodents may enter the home, there must be no apparent infestation in the child care home.
- J. Furniture and carpeting must be kept free of soil and grime, while floors and walls should be clean, dry and smooth.
- K. Firearms need to be in a locked cabinet, inaccessible to children, written notices of firearms contained in the household or vehicle must be on file with the HCCP. Firearms must be stores unloaded and ammunition stored from firearms.
- L. Outside play area should be clean and safe. The play area should be fenced if there are conditions which may pose a danger to any child playing outside. The fence should be at least four (4) feet high and free of hazards. The fence should have a self-closing, self-latching, or lockable gate.
- M. The home should have the following equipment, one charged readily accessible, operable, multi-purpose fire extinguisher, at least one working smoke detector, at least two usable outdoor exits, and a working telephone or other two-way communication device.
- N. All electrical wires should be fully insulated.

Kitchen

- A. There should be no grease build-up or food encrustation on any surface within the kitchen. Kitchen and food storage areas must be kept clean.
- B. Toxic chemicals and medications should be stored separately from food and place in a locked cabinet. No food items, dishes, cooking pans or toys may be kept under the sink.
- C. Pet food must be inaccessible to children and stored separately from the food supply.
- D. Refrigerators must be kept clean and free of spills and the temperature must be maintained below 40 degrees Fahrenheit.
- E. Cutting boards must be in good condition, clean and sanitized with bleach after each use. The HCCP recommends that providers use plastic boards than wood boards.
- F. The correct dish washing detergent should be used in automatic dishwashers, in the absence of an automatic dishwasher, all dishes, utensils, food preparation items, and cooking pans must be washed in hot soapy water and sanitized with a bleach solution. Bleach may be substituted with an antibacterial dishwashing detergent.
- G. Garbage containers must be located away from the food preparation and storage areas. All garbage cans must have a close-fitting lid and be in-accessible to children.
- H. Cooking and eating utensils should be kept in a storage space which is protected from dust, vermin, and other pests.

Bathroom

- A. Bathroom facilities should be adequately cleaned, and easily available.
- B. All bathrooms must be kept spotless, sanitized and free of odor.
- C. All bathrooms must have either operable windows or a power ventilator.
- D. Individual drinking cups, towels, and washcloths shall be provided for children in care. HCCP recommends disposable paper products.
- E. Hand soap is required for use in all bathrooms. The HCCP recommends to use liquid soap than bar soap.
- F. Water and sewer lines must be in good working order. Water temperature must read at least 120 degrees not to exceed 130 degrees Fahrenheit.

Exterior

- A. Exterior of property should be free of debris, junk, trash, and animal droppings. Landscaping should be regularly maintained.
- B. Garbage must be placed into a covered container and disposed of or picked up at least twice (2) a week. Garbage containers must be kept reasonably clean. Loose tree branches and other large debris must not be allowed to accumulate long enough to attract pests.
- C. There should be no exposed bolts, nails, or sharp edges in or around the children's play area. Metal play equipment and toys should be free of rust.
- D. Pets such as dogs over the age of six (6) months must have current rabies vaccinations. Animal waste must be disposed of daily and not allowed to accumulate in the yard, cage, or litter box.

Swimming Pools

- A. Swimming pools or bodies of water over ten (10) inches deep should be fenced. Suggested materials for fencing are wrought iron, wood slats, blocks, chain link, or other sturdy materials.
- B. A fence surrounding a swimming pool must be five feet high and spaces between slats or bars must be no more than four (4) inches apart.
- C. Gates should be self-closing with the gate latch being at least four (4) and a half (1/2) feet from the bottom of the fence.
- D. Any open containers of water (bucket, portable pool, trough, etc) should not be accessible to children.

The above requirements must be met prior to tribal licensing of a new child care home.

Sanitation

- A. A provider and each child in care should wash their hands with hand soap and running water for at least twenty (20) seconds after playing with animals, using the toilet, and before handling, serving, or eating food. If a child cannot reach the sink, the provider should clean that child's hands with an individual clean washcloth.
- B. A provider should dispose of garbage generated within the home facility at least once a day.
- C. A provider should empty and sanitize wading pools measuring twelve (12) inches deep or less, after each use.
- D. The diaper changing area is not to be in an area where food is prepared or consumed.
- E. The diapering surface should be cleaned, sanitized, and dried after each diaper change.
- F. Children who have a bulk stool wearing cloth diapers or underwear- dispose of stool in toilet. Do not rinse cloth diaper or underwear. Place soiled clothing in a plastic bag and label with the child's name (for each child). Store in a covered container out of reach of the children and return to the child's parent or guardian at the end of each day.
- G. Soiled disposable diapers should be discarded in a tightly covered, lined container. Keep out of reach of children.
- H. A provider should wash hands with hand soap and running water before and after each diaper change. Hand washing should be in a sink not used for food preparation.
- I. A provider may permit siblings to share a bed only if the provider has prior parental permission.

Evening and Night Care

- A. A provider who offers evening or overnight care should remain awake until each child is asleep.
- B. A provider who offers overnight care should have a safe and sturdy crib for each infant newborn to fifteen (15) months old. Sturdy beds or cots should be available for older children.
- C. A provider may permit siblings to share a bed only if they have prior parental permission.

Care of Children Newborn to Two years of age

- A. A provider should hold a child frequently throughout the day.
- B. A provider should respond promptly to a child's distress (crying).
- C. A provider should obtain prior permission to supply a bedtime bottle or naptime bottle.
- D. A provider should not confine a child in a crib, high chair, swing, or playpen for more than one consecutive waking hour.
- E. A provider should not feed cereal in a bottle.
- F. A provider should hold an infant younger than one year for any bottle feeding and should not prop bottles with a child in care.
- G. A provider should not allow a child to lay flat on his/her back while being fed.

Child Records, unusual incidents, confidentiality

- A. A provider should maintain a daily attendance record on a HCCP approved form. Each child must be signed in and out by the parent or guardian.
- B. A provider should promptly record a;; accidents, injuries, behavior problems, or other unusual incidents at the child care home including any incident of suspected child abuse or neglect.
- C. A provider should immediately report all unusual incidents to a parent or guardian of the child involved and should report such incidents to the HCCP within twenty four (24) hours.
- D. A provider should report a incidents to to local Child Protective Services (CPS) or local police department.
- E. A provider should maintain records in accordance with the requirements of a providers child care agreement.
- F. The following records should be readily available for inspection and should be kept separate from household or personal records:
 - a. Parent/Provider Contract
 - b. Emergency Forms, Medical Release Forms
 - c. Immunization of all children in care
 - d. Parent/Provider Agreements
 - e. Medical, Special Needs History Records
 - f. Provider Tribal License
 - g. Attendance Records
 - h. Logs for injuries, accidents, medications, behavior problems, or other unusual incidents
- G. A provider should keep all records and reports confidential and revealed only to the parent, guardian or the Hualapai Child Care Program.

Change Reporting Requirements

Changes to the child care home should be reported at least ten (10) days prior to the effective date of any scheduled change. The provider should submit written notice of such change.

Significant changes include but are not limited to:

- a. Home remodeling

- b. Home repair
- c. Pool installation
- d. Moving to a new residence
- e. Addition or deletion of household member
- f. Telephone disconnection or number change
- g. Change of back-up provider
- h. Quitting the program
- i. Other changes in the child care home or the providers personal circumstances which affect the providers ability to provide a stable child cares service. Failure to provide notice may affect the ability to renew a license.

Use of a Back-up Provider

- A. A provider may use a back-up provider who is currently registered with the Hualapai Child Care Program.
- B. A provider may use a back-up provider for the following circumstances
 - a. When a provider is ill
 - b. When a provider is attending to an emergency related to the provisions of child care
 - c. When a provider has an emergency involving the provider, or the provider's own family
 - d. When a provider needs to attend to personal business or care for family members and cannot schedule outside of normal business hours.
 - e. When a provider s attending classes to meet training requirements listed in these standards
 - f. When a provider is on a scheduled vacation.
- C. At the time a parent or guardian makes arrangements with a provider for the care of a child, the provider should inform the parent or guardian of his or her back-up plans.

Claims for Payment

- A. Claims submitted should be on forms provided by the HCCP.
- B. The HCCP will pay providers as long as appropriated funds are available.
- C. The HCCP will notify all providers of unavailability of funds.
- D. The HCCP will only provide direct payments to listed providers and back-up providers.

Complaints and Investigations

- A. Any person may register a written complaint to the Hualapai Child Care Program regarding a current provider or the operation of a child care home. Upon receipt of a complaint, or in response to the observation of the Hualapai Child Care Staff, an investigation will be conducted to the allegations made.
- B. A provider who is the subject of a complaint will be required to cooperate throughout the investigation.

- C. The Hualapai Child Care Program maintains all complaints against providers and makes such information available to parents and interested parties upon request.
- D. Depending on the severity of the allegations the Hualapai Child Care Program will take appropriate action.

Probation

- A. The HCCP may place a provider on probation when a HCCP representative observes or the HCCP receives and substantiates a complaint in an area of non-compliance which does not endanger a child in care.
- B. The HCCP will set a term of probation that will not exceed thirty (30) days or extend past regular license period.
- C. Probationary status will be established for a specific infraction. In the event the same infraction recurs, the provider may be placed on probation until the infraction is addressed and corrected. A Corrective Action Plan will be initiated and followed through.
- D. In the event, a provider experiences consecutive probationary periods- that are unrelated and occur within a short length of time, the provider may be suspended for the remainder of the licensing period.
- E. The HCCP will not refer new clients or authorize payment to a provider who is on probation. Children who are already in the providers care can continue receiving services. In the event that the offense does not pose any harm to the children in care, the provider will be able to pick up new clients.
- F. Probationary status is not appealable.

Suspension

- A. A license may be suspended for term not to exceed ninety (90) days or the providers regular certification period, whichever is less, for any activity or circumstance which may threaten the health or safety of a child in care, including but not limited to the following-
 - a. When the HCCP receives a social service report of abuse or neglect alleged to have been committed in the child care home,
 - b. When a provider violates a statute or rule within the Hualapai Child Care Standards pertaining to direct child care services,
 - c. When a provider refuses to cooperate with the HCCP request for information, records, interview, or inspections, which the HCCP requires to determine compliance with the Hualapai Child Care Standards,
 - d. When a provider fails to report suspected child abuse or neglect,
 - e. When a provider knowingly permits-
 - i. A person who is knowingly addicted to street drugs, prescription drugs, or alcohol – whose performance is affected by the use of these controlled substances.
 - ii. A person who is abusive toward children, or
 - iii. A person who uses unacceptable disciplinary methods.
 - f. When the HCCP has determined that a provider is-

- i. Addicted to drugs or alcohol and whose performance is affected by the use of drugs and or alcohol,
 - ii. Engaged in physical, emotional, sexual abuse, or
 - iii. A person who uses unacceptable disciplinary methods such as corporal punishment, emotional or verbal abuse.
- g. When a provider cares for more children than permitted.
- h. When a provider does not satisfactorily resolve a problem which resulted in imposition of probation, or
- i. When the provider experiences four (4) consecutive, unrelated probationary terms or more than three probationary periods during a certification period.
- B. When the HCCP finds a condition warranting suspension, the HCCP should verbally notify the provider of the condition and that the HCCP is suspending the license. A suspension is effective twenty-four (24) hours after the HCCP gives the provider a verbal notice of non-compliance. Children in care may be removed sooner if the department determines that they are in immediate danger.
- C. No later than one work day after giving verbal notice, the HCCP should mail the provider written notice of suspension, the reason for it, and the provider's right to appeal the HCCP's decision.
- D. No later than effective date and time of suspension, the HCCP should stop payment authorization for subsidized children in care and shall not refer or authorize additional children to the provider.
- E. When the HCCP suspends a provider's certificate, the HCCP will notify the parent or guardian that the provider is not available for services until further notice. The Hualapai Child Care Program will not reveal the fact of suspension.
- F. At the conclusion of an investigation, the HCCP should classify the allegation as-
 - a. Unsubstantiated and terminate the suspension,
 - b. Substantiated but non-threatening (place provider on probation), and require corrective action,
 - c. Substantiate and initiate revocation proceedings.
- G. The provider will be mailed a written notice of the conclusion and action.

Revocation of a license

The HCCP may revoke a certificate in any of the following situations-

- A. When social services substantiates a report of abuse or neglect against a child care personnel or household member,
- B. When a provider fails to meet one or more of the requirements or standards identified as a suspendable violation on two consecutive occasions,
- C. When the HCCP determines that the provider has committed fraud or intentional misrepresentation in obtaining or renewing a certificate or securing payment of claim,
- D. When a provider or other household member's Federal Clearance Card Application cannot be authorized,
- E. When a provider fails to correct a substantial condition which resulted in a suspension,
- F. When a provider fails to maintain confidentiality,
- G. When a provider refuses to allow a parent or guardian to observe his or her child while they are in the providers care,

- H. When the provider is awaiting trial or has been convicted of or has admitted that he or she has committed any of the following criminal offenses in this state or similar offenses in another state or jurisdiction-
 - a. Sexual Abuse of a minor,
 - b. Incest,
 - c. Murder,
 - d. Kidnapping,
 - e. Arson,
 - f. Sexual Assault,
 - g. Sexual exploitation of a minor,
 - h. A Felony offense involving distribution of marijuana or narcotic drugs,
 - i. Burglary,
 - j. Robbery,
 - k. A dangerous crime against children,
 - l. Child abuse,
 - m. Sexual Conduct with a minor,
 - n. Molestation of a child,
 - o. Permitting a child's life or morals to be imperiled.
- I. The HCCP should not authorize payment for child care services to a provider whose license has been revoked.
- J. When the HCCP finds a condition warranting a revocation, the HCCP should notify the provider verbally that his her license is being revoked.
- K. No later than one working day after giving the verbal notice, the HCCP should mail the provider a written notice of the revocation, the reason, for the revocation, the termination of the child care agreement, and the provider's right to an appeal.
- L. A revocation is effective ten (10) business days after the HCCP has mailed the written notice to the provider. The HCCP should stop payment authorized and the provider shall surrender the license to the HCCP within ten (10) days after written notification of revocation.

Appeals

A provider may appeal the following HCCP decision-

- A. Denial of License or re-licensing,
- B. Suspension of a license,
- C. Revocation of a license, and
- D. Denial of payment claim.

To appeal, a provider shall file a written request for appeal to the Hualapai Child Care Committee within fifteen (15) business days of the postmark date of the HCCP's written notice of an appealable decision.

All Appeals should be referred to the Hualapai Child Care Committee.

The decision made by the Hualapai Child Care Committee is final.

Appeals are to be mailed or delivered to-

Hualapai Department of Education and Training
Attn: Child Care Committee
P.O. Box 179
Peach Springs, AZ 86434

The appeals will be delivered to the child care committee and a date will be set.

The Hualapai Child Care Committee has 15 days to respond to your appeal.

Revised 06/02/10
Subject to revision as needed.